



## **MANAGEMENT ANALYST**

### ***Department of Community Services***

**Applications must be received via mail, fax, e-mail or in person by 5:00 p.m. on Friday, September 3, 2010. POSTMARKS ARE NOT ACCEPTED.**  
**(Applications submitted on-line are due by 11:59 p.m.)**

#### **THE JOB**

Responsible for analysis and reporting of extracted information from State and local databases utilized by Clark County Regional Support Network (RSN) and assists in the verification of eligibility of behavioral health services for the Regional Support Network (RSN), processing eligibility and payment files from Washington State DSHS, the submission of Washington State required data, and Crystal Report writing. Duties include but are not limited to: review and verification of service authorization requests made by agencies contracted with the RSN, production, analysis, and distribution of daily authorization reports, importing, analyzing, and reporting of state provided eligibility and payment files. This position will also share responsibilities with other analysts in the coordination, troubleshooting, billing, and support of various tasks related to the management information systems of the Department of Community Services, including setting up databases, data analysis and trending, quality assurance review of reports, testing software development, writing specifications of software development, and documentation of policies, procedures, and processes.

#### **QUALIFICATIONS**

Requires a Bachelor's degree in business administration or a related field, OR five years of successful experience working in data analysis. Experience working in government or a public sector setting, with at least two years of project leadership experience is preferred. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire. All combinations of education, experience, and training that demonstrate the ability to perform the work will be considered.

The ideal candidate will have the following strengths:

- MS Office: minimum of intermediate level using Excel, Word, MS Access, Visio, and PowerPoint
- Experience using Netsmart Avatar software for managed service organization and ability to use Crystal Reports to extract information
- Strong analytical, time management, and organizational skills
- Ability to coordinate and manage multiple tasks/projects concurrently
- Strong problem solving skills; ability to identify data problems and issues and formulate their solutions
- Strong oral communication and writing skills, and ability to communicate technical issues to staff with minimal to moderate technical experience
- Experience interpreting complex technical documents, rules, and regulations, and proven ability to write policies and procedures to implement them

#### **SALARY**

The salary range is \$4,506 – \$6,417 per month. It is the general policy of the County to start employees in the lower or middle sections of the salary range. Clark County provides a generous benefits package, which includes medical and dental insurance, paid holidays, vacation, sick leave and retirement.

#### **SELECTION PROCESS**

1. Application Review (Pass/Fail) – An application is required (on-line or paper). Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Letter of Interest (Optional) – In addition to the Clark County application, applicants may submit a letter of interest detailing their experience in the areas mentioned above.
3. Oral Interview (Weighted 100%) – The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
4. Employment References may be conducted for the final candidates, including verification of education.

---

## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

Apply online on our website @ [www.clark.wa.gov](http://www.clark.wa.gov), submit a paper application which may be downloaded from [www.clark.wa.gov/hr/employment/app\\_materials.html](http://www.clark.wa.gov/hr/employment/app_materials.html), or come into our office at 1300 Franklin Street, 5<sup>th</sup> Floor, Vancouver, WA. Application materials are due by the closing date listed on the recruitment (5:00 p.m. PT for paper; 11:59 p.m. PT for on-line applications). Please read the Job Posting material thoroughly to determine application requirements.

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / Relay (800) 833-6384**  
**JOB INFO LINE (360) 397-6018**  
**E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)**

---

## **THE COUNTY**

Clark County, Washington is a growing community with a population in excess of 431,200, including the City of Vancouver (population 164,500). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>.



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. **If you have questions regarding job announcements please call (360) 397-2456.**

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

CLARK COUNTY  
WASHINGTON

**Human Resources Department**  
1300 Franklin Street – 5th Floor/PO Box 5000  
Vancouver, WA 98666-5000  
PHONE (360) 397-2456 FAX (360) 397-2457  
Relay (800) 833-6384  
Email: hradmin@clark.wa.gov  
www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

GENERAL INFORMATION					
Position Applying for			Posting#		
Last Name		First Name		Middle Initial	
Address		City		State Zip + Four	
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Home Secondary ( )		
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]			Are you legally eligible for employment in the United States? Yes [ ] No [ ]		
Will you accept: [ ] Regular [ ] Temporary		Shifts you will accept: [ ] Day [ ] Evening			
Will you accept: [ ] Full Time [ ] Part Time		[ ] Night [ ] Weekend			
Within the last 10 years, have you been convicted of a crime, pled no contest, forfeited bond or bail for any crime other than traffic violations, or been released from prison? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)					
EDUCATION					
Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.					

### CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



If you are in need of ADA/Section 504 assistance for accommodations, please contact K. Back in Human Resources at (360) 397-2456; Relay (800) 833-6384. If you have questions regarding job announcements please call (360) 397-2456.

EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
<b>MOST RECENT POSITION</b>	
Employer:	Dates Employed:
Address:	From                  To
Position:	____/____/____
No. of employees you supervised:	mm   yy      mm   yy
Supervisor:	Phone (      )
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	May we contact your current employer? Yes [   ] No [   ]
<b>OTHER EXPERIENCE</b>	
Employer:	Dates Employed:
Address:	From                  To
Position:	____/____/____
No. of employees you supervised:	mm   yy      mm   yy
Supervisor:	Phone (      )
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	
<b>OTHER EXPERIENCE</b>	
Employer:	Dates Employed:
Address:	From                  To
Position:	____/____/____
No. of employees you supervised:	mm   yy      mm   yy
Supervisor:	Phone (      )
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	

**Attach additional sheets if necessary to include all work history.**  
Be as complete as possible in outlining the duties of each position.

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I authorize the investigation of any or all statements contained in this application. I also authorize any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I hereby release any such current or former employers or institutions, their agents or employees from any and all liability resulting from the release of such information. My authorization and release from liability are knowing, intelligent and voluntary acts. I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Date \_\_\_\_\_

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to anyone involved in the selection process. It will be used for statistical analysis and reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **Are you AGE 40 OR OLDER?** Yes ☐ No ☐

**ETHNIC ORIGIN:** If you are more than one race, please indicate one group only for record-keeping purposes. [Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

- ☐ American Indian or Alaskan Native (Not Hispanic or Latino)
- ☐ Asian (Not Hispanic or Latino)
- ☐ Black or African American (Not Hispanic or Latino)
- ☐ Hispanic or Latino
- ☐ Native Hawaiian/Other Pacific Islander (Not Hispanic or Latino)
- ☐ Two or More Race (Not Hispanic or Latino)
- ☐ White (Not Hispanic or Latino)

**Are you a RECENTLY SEPARATED VETERAN?** Yes ☐ No ☐

**Are you an OTHER PROTECTED VETERAN?** Yes ☐ No ☐

**Are you DISABLED?** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

#### **Publications:**

- ☐ The Columbian ☐ The Oregonian ☐ The Asian Reporter ☐ El Latino de Hoy
- ☐ The Skanner-Portland ☐ Seattle Times ☐ Spokane Review ☐ The Olympian

#### **Internet/Website Sites:**

- ☐ Columbian/Yahoo!Hot Jobs ☐ Oregonian ☐ Clark County ☐ Seattle Times
- ☐ El Latino de Hoy ☐ Other Internet/Website: \_\_\_\_\_

#### **Other Sources:**

- ☐ Clark County Bulletin Board ☐ College/Career Center Referral ☐ Acquaintance/County Employee
- ☐ Other: \_\_\_\_\_